



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

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**TITLE:** Network Administrator III (\*Provisional Appointment)  
**SALARY:** \$35,588 - \$45,722  
**LOCATION:** Monroe County Information Services , City Place; 50 W. Main Street Suite 6151A, Rochester, NY 14614

**JOB SUMMARY:** Assists in the development, maintenance, monitoring of the County's server backups, rotates the backup tapes through their retention cycles, and handles the offsite tape rotation and storage; provides second level support to the Information Services Help Desk for network and printer related problem solving; installs, tests, trains, and administers the County's various network printers and services; monitors the status of the servers to ensure they are up and functioning correctly- taking corrective action as needed; assists in the administration and maintenance of network server operating systems and network system software applications; performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in an information technology related field, plus one (1) year of paid full-time or its part-time equivalent experience in the operation, installation or maintenance/repair of a computer network server or network operating system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree with a minimum of 15 semester credit hours in information technology, plus two (2) years of experience as described in (A) above; OR,
- (C) Three (3) years' experience as described in (A) above \*; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**NOTE:**

\*Where experience is lacking, one (1) additional year (30 semester credit hours) towards a degree in an information technology related field may substitute for one (1) year experience

Applicants qualifying under (B) must submit a transcript of confirmation in support of satisfactory course completion.

Computer Operation shall not include experience in the operation of word processing equipment, or personal computer, microcomputer or any other self-contained unit.

**The following factors will be considered:** Attendance record and work record.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State, or otherwise demonstrate the ability to meet the transportation needs of the position.

Candidates for employment will be required to pass a Pre-Employment Background Investigation. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

Candidates for employment will be required to pass a pre-employment drug test.

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

**RESIDENCY REQUIREMENT:** Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 West Main Street  
Rochester, NY 14614

**Posting Deadline:** June 3, 2011

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer